



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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February 11, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-38

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: December 2003 Quarterly Update – Employee Claims

The Office of State Uniform Payroll (OSUP) is reporting claims (overpayments) that have been cleared in ISIS HR for quarter ending December 2003 for separated employees to reflect correct earnings on the employee's W-2. The taxable income on the W2 was increased to reflect the portion of the original overpayment that was not recovered. These claims will no longer be identified on the Payroll Reconciliation Report (ZP145) that agencies use in identifying existing claims. However, agencies should still follow agency procedures on the recoupment of these overpayments. Refer to the following ISIS Bulletin board for more information about claims: [http://www.doa.state.la.us/osis/Bulletinboards/HR/04\\_11\\_03.htm](http://www.doa.state.la.us/osis/Bulletinboards/HR/04_11_03.htm) - Claims

The spreadsheet, if one is attached, provides the personnel area, personnel number, personnel name, and gross claim amount for each separated employee claim. All employees listed are separated and a payroll lock has been placed on the employee's record. If an ISIS HR paid agency rehires the employee, this lock must be removed by ISIS HR staff in order for the employee to process through payroll. **The Potential Payroll/FI Error Audit Report (ZP45) will notify agency staff of the lock at the time of the rehire.** The agency is then requested to place a Help Desk call. Once notified, ISIS HR staff will re-establish the claim (status will become **Active**) and delete the payroll lock. For more information on claim (wage type /561) status, review OSUP Memo [#2003-53](#).

**NOTE: Each year, OSUP will distribute to agency/department undersecretaries a detailed listing of claims that have not been resolved. This listing will provide your agency with the total dollar amount of non-budgeted expenditures charged to your agency's appropriation(s) during the fiscal year.**

If there are any questions, contact a member of the OSUP Benefits and Financial Administration unit at (225):

Penny Jones	342-5354	Angel Vernon	342-5344
Angela Woods	342-5345	Orneatha Wright	342-5357

JWC/PFJ/kmb

Attachment: (Agency Specific)